

The Data Controller of the information being collected is: UHI North, West and Hebrides (‘the College’), Ormilie Road, Thurso, Caithness, KW14 7EE. For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at dpo.nwh@uhi.ac.uk

This privacy statement relates to processing regarding the administration and delivery of graduation ceremonies.

If you are a HE student graduating from a UHI course: The College is a UHI academic partner organisation, with authority to deliver your course, provide support services and pastoral care to you; this includes organisation of your graduation ceremony. The University has shared your name, student number, faculty of graduates, award title and classification with the College who will arrange your graduation and celebration ceremony, should you wish to attend.

Your data will be used for the following purposes:

Purpose 1: Administration - invites	We process your data so that we can invite you to your graduation ceremony and issue you with allocated tickets.
Purpose 2: Graduation materials	<p>All Graduates: Students' name, faculty, award title, and award classification will be included in the graduation ceremony booklet.</p> <p>Sponsored award winners Name, curriculum area, award title, award classification and photograph will be included in the graduation programme. Details of why you have been selected to receive your award will also be featured on the College website and across social media.</p> <p>If you object to the publication of your personal data in this way please email graduation.nwh@uhi.ac.uk no later than three weeks prior to the event.</p>
Purpose 3: Award publication	<p>Students' name, faculty, award title, and award classification may be sent to the local and national media lists for coverage and publication, in print and online.</p> <p>If you object to the publication of your personal data in this way please email graduation.nwh@uhi.ac.uk no later than three weeks prior to the event</p>

Graduates who attend a graduation ceremony

Purpose 4: Filming, photography and publicity	<p>Graduation ceremonies are public celebrations of our student' success.</p> <p>The graduation ceremony may be filmed for the purposes of promoting and publicising graduation and the institution. The recording may also be kept for its archival value. The graduation</p>
--	--

	<p>recording may also be shown online as a live webcast or for people to view in the future.</p> <p>The graduation film may also be shown at future graduation events and receptions or used in the institution’s promotional and marketing material.</p> <p>Photographs of the crowds at graduation will be taken by the Institution’s elected photographers and press photographers. These crowd shots may include images of you and your guests.</p> <p>It is possible that, in addition to the Institution’s own recording, television companies may be present to record, and broadcast, parts of the graduation ceremony, the area around the graduation hall or building, and interviews with graduates, staff or others in attendance. It is suggested that you avoid any such filming should you wish to avoid being recording in this way.</p> <p>During the graduation ceremony, and before and after in the immediate environs of the graduation hall or building, Institution elected photographers will be taking photographs of individuals and groups. These photographs will be used to publicise and celebrate the graduation ceremony and the institution. The photographs will be used by the institution for marketing purposes including the publication of the images on the institution’s website, social media channels, printed publicity material, and any other such marketing and promotion uses. It is suggested that you avoid any such photography should you wish to avoid being photographed in this way.</p> <p>Verbal consent will be sought from you and your guests for close-up pictures prior to photographs being taken. If you don’t wish your photograph to be taken, you should tell the photographer when consent is requested.</p>
<p>Purpose 5: Calling of name</p>	<p>All Graduates: Your name, award title and classification will be read out at the ceremony immediately prior to you walking across the stage.</p> <p>Sponsored award winners: Details of why you have been selected to receive your award may also be read out during the ceremony.</p>
<p>Purpose 6: Adjustments to graduation</p>	<p>Information relating to disability and access needs will only be used to make reasonable adjustments at the ceremonies. This information will not be shared with any other department within the university.</p>
<p>Purpose 7: To gather feedback on the event and inform future events</p>	<p>We may contact you after the event to gather feedback and to inform future improvements to the graduate experience.</p>

The data we collect and use to fulfil these purposes is as follows:

To achieve the following purposes: Purpose 1: Administration - invites, Purpose 2: Graduation materials, Purpose 3: Award publication, Purpose 5: Calling of name, Purpose 6: Adjustments to graduation, Purpose 4: Filming, photography and publicity,

For all Graduates, we collect and process the following data:

- Name, student number, faculty of graduates, award title and classification

For sponsored award winners we collect and process all of the above, plus the following data:

- Photographs of the student
 - Details of college experience
 - Reasons for award nomination
-

To achieve the following purposes: Purpose 6: Adjustments to graduation

We collect and process the following data:

- Details of disabilities or other factors requiring adjustments to be made to access and enjoyment of graduation ceremony.
-

To achieve the following purposes: Purpose 4: Filming, photography and publicity

We collect and process the following data:

- Visual data of all persons present at the graduation ceremony, including the immediate environs of the graduation.
 - This visual data includes capturing footage and photographs of the event and attendees.
-

Our legal reasons for using the data are:

To achieve the following purposes: Purpose 1: Administration - invites, Purpose 5: Calling of name

Our legal reason to use the data is:

- Use is necessary for the performance of our contract with students. This contract includes the provision of a graduation ceremony.
 - Use is necessary for the performance of a task in the public interest or under official authority vested in us. This public task includes the provision of a graduation ceremony as an educational institution.
-

To achieve the following purposes: Purpose 6: Adjustments to graduation

Our legal reason to use the data is: Use is necessary for us to comply with a legal obligation. That legal obligation being our duty to comply with the Equality Act 2010 by providing reasonable adjustments to allow attendees to access and enjoy the graduation ceremonies.

To achieve the following purposes: Purpose 2: Graduation materials, Purpose 3: Award publication, Purpose 4: Filming, photography and publicity Purpose 7: To gather feedback on the event and inform future events

Our legal reason to use the data is: The legitimate interests of the institution to celebrate and publicise its graduates' success and the institution itself.

The data we use includes special category (sensitive) data. This data is only used for:

Purpose 6: Adjustments to graduation

You are not obliged to provide this information. Our legal reason for using this sensitive data, as provided, is use is necessary for us to comply with a legal obligation (social protection law). That legal obligation being the institution's duty to comply with the Equality Act 2010 by providing reasonable adjustments allow attendees to access and enjoy the graduation ceremonies.

Who we may share personal data with:

LimeLight Event Services (Fort William Graduation Ceremony only) are contracted by the College to manage and administrate your graduation event celebration. The College will securely share the following minimal information with LimeLight: your name, award title, classification and faculty of graduates. You can find out more regarding how LimeLight will process your personal data by [contacting them directly](#).

Ede and Ravenscroft provide **gown hire** to graduands. When you hire your gown, Ede and Ravenscroft will share the following personal information with the College to confirm that you have the necessary attire: your name, your ceremony and degree details. The Ede & Ravenscroft privacy notice [is available here](#).

Contracted external photography companies, will take photos at the graduation ceremony on behalf of University and UHI NWH. Photos will be taken during the graduation ceremony, and group shots or individual photos will be available immediately after the event. Your name and degree details will be noted so that images of you can be identified. Should you wish to purchase any of the images, please contact the photographer directly.

Should you require further details regarding how your personal data will be processed, photographer contact details for each graduation ceremony location are listed below:

- **Stornoway Ceremony - Malcolm Macleod Photography** (mmacleodphoto@hotmail.com or call 01851 709966)
- **Fort William Ceremony – Iain Ferguson** (iainpics@googlemail.com or call 07702 064625)
- **Thurso Ceremony – [Ede & Ravenscroft Privacy Notice](#)**

Your data will be retained for the following length of time:

<p>Purpose 1: Administration – invites Purpose 6: Adjustments to graduation</p>	<p>Personal data will be held for 3 months from the date of the graduation ceremony and then securely destroyed.</p>
<p>Purpose 4: Filming, photography and publicity</p>	<p>Images will be kept permanently in an archive to serve as a record of College life and may appear in future commemorative materials or events. Archived data may be shared with an archivist within the UHI partnership or out with the partnership for historical preservation.</p>
<p>Purpose 2: Graduation materials Purpose 3: Award publication Purpose 5: Calling of name</p>	<p>This information will be archived as a historic record and may be shared with an archivist within the UHI partnership or out with the partnership for historical preservation.</p>
<p>Purpose 7: To gather feedback on the event and inform future events</p>	<p>Identifiable feedback will be stored for 1 year from the date of graduation ceremony and then anonymised.</p>

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a [complaint with the Information Commissioner’s Office](#) at any time about our handling of your data however we would encourage you to discuss your concerns with us before you undertake this action.